

Sephardic Bikur Holim is a 100+ year old Orthodox Sephardic synagogue located in the Seward Park community of Seattle. Our dynamic 275-family congregation follows the Ottoman Sephardic traditions brought to this country near the turn of the 20th century from many cities in Turkey.

We are looking for a self-motivated, take-charge Executive Director who has the experience, ability, and desire to be part of our mission driven leadership team.

The candidate must possess excellent communication, personnel management, and collaborative skills with an ability to develop strong relationships with the Rabbi, Hazzan, Education / Youth Director, office staff, grounds staff, volunteers, lay leadership, and our sister synagogue communities. The ideal candidate will appreciate the mission and vision of the congregation, but be truly energized by the details and by the process of getting them right. The applicant must also be able to interact with congregants in a professional, caring, empathetic, and sensitive manner.

POSITION SUMMARY

The role of Executive Director is a critical element in the success of our Synagogue. The ED has supervisory responsibility for all administrative, financial, office, and building maintenance functions, and is a key point of contact for members and prospective members. The position is mostly inward-facing. The ED leads programming logistics, Security, Grant Writing, and Capital Campaigns, and collaborates with the clergy, professional staff, and lay leaders to develop, execute, and evaluate policies in support of the congregation's Strategic Plan.

The Executive Director takes direction from and is accountable to, the President of the congregation and the Board of Trustees, reporting directly to the President. Dotted line reporting relationship to the Rabbi.

AREAS OF RESPONSIBILITY

1. Administration and Operations - 30%

Leads all ongoing synagogue operations and provides support to the clergy and other professional staff, consistent with the synagogue's priorities and vision. Oversees all internal operating and software systems, including our likely upcoming migration to ShulCloud, and QuickBooks, Attends and reports as necessary at meetings of, and provides administrative support to, the Board of Trustees and synagogue committees. Manages building and facility issues, including overseeing security procedures and 3rd party security services. Manages contracts, including insurance policies, and vendor relationships. Maintains excellent relationships with bankers, insurance brokers, accountants, and attorneys.

2. Program Management and Logistics - 30%

Oversees and coordinates office resources, facility use, logistics, and scheduling of all religious services, programs and events, including member life cycle and any third-party events to be held at the synagogue. Maintains accurate calendar for all services, programs and events. Responsible for all logistics and administrative tasks for High Holy Days. Includes coordination of external vendors, staff assignments, member communications, and lay leadership involvement.

3. Finances and Human Resources - 20%

Oversees all financial management and accounting and ensures the implementation of and adherence to fiscal controls and procedures. Together with the Treasurer and Finance Committee prepares the annual budget as well as overseeing periodic Capital Campaigns. Oversees payments to vendors and approves invoices. Reviews monthly financial reports and provides analysis for the Treasurer, Board and appropriate committees. Supervises, evaluates, and supports the members of their team which includes our Office Manager, Building Maintenance Manager, Youth Director, and Volunteers. Reviews and approves payroll. Responsible for collections and for making financial arrangements for congregants. Manages the coordination and administration of employee benefits. Update the Employee Handbook and relevant financial and human resources policies Leads weekly staff meetings to facilitate communication and implementation of all SBH events and services.

4. Membership - 10%

Works with the BOD and other lay leadership to develop and implement a strategic plan for membership growth, retention and engagement. Responsible for congregant database (ShulCloud) management, maintaining accurate member records, and reporting to clergy, professional staff and lay leaders as needed. Ensure engagement component to major programs; leading engagement staff and working directly on programming as needed. Oversees all membership functions. Coordinates and manages the annual membership renewal process, all member communications.

5. Facilities and Grounds - 10%

Responsible for all facility operations including grounds, building maintenance, usage, facilities renovation and repairs, and vendor management. Oversees security for the campus and all services, programs and events.

QUALIFICATIONS

Requires a minimum of five years in management, school administration, Jewish Federation, Jewish Campus Programs, Non-Profit Operations Leadership, or equivalent type of position. Must have project management experience and manage effectively through timelines and schedules. A Business degree is strongly preferred and will support the success of the candidate. This role has a significant diversity of responsibilities and we're looking for someone who thrives on variety, has strong organizational skills, and an ability to lead and coordinate a team of employees and volunteers. A basic understanding of small business accounting and reporting is important. Must have an openness to learning, understanding and working in sync with all components of the synagogue. Knowledge and awareness of Jewish rituals, customs and culture is helpful and will accelerate the onboarding process. Non-profit training or degree is beneficial. Grant writing, payroll, facilities and non-profit board experience are beneficial.

The pay range for this position is \$90,000 to \$115,000 annually based on qualifications and includes a competitive benefits package.

Please send a cover letter and resume to Search Committee Chair Jack Gottesman (jackg@iko.com).